Using Duxbury Software

to

Produce Braille Documents

Worksheets/Handouts/Tests

- When does the student need the worksheet?
- Is it a worksheet you are creating?
- Is it a worksheet you are receiving from someone else to transcribe into braille?
 - Ask for a Word document
 - If you receive a PDF or a hard copy of the worksheet
 - Changing a PDF into a Word Document requires OCR (optical character recognition) software, such as Adobe Pro, Abbyy FineReader or OmniPage
 - A copy of the worksheet requires you to scan or input all the material.

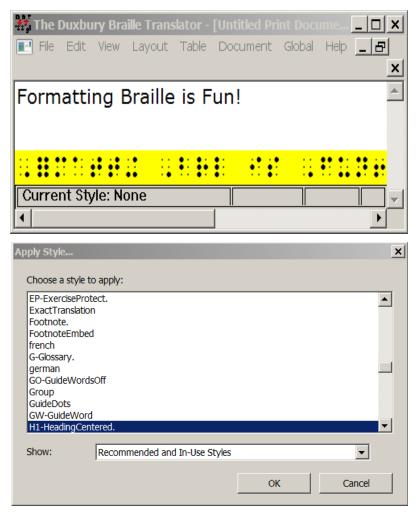
Working in Duxbury Braille Software to Create a Document

- Go to File\New
- Select Document Type -- Print or Braille
- Select Template
- Choose the template you want to use (Duxbury 11.3)
 - English (UEB) BANA
 - English (BANA Pre-UEB Textbook DE) BANA
- Click OK

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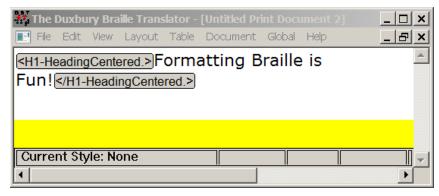
Working in Duxbury Braille Software to Create a Document

- Input text
- To format text, go to
 Layout\Apply Style
 or just select F8, and
 choose the style you
 want to use. Click OK.
- There is also a Layout\
 Apply Last Style or F8 that will resume the last style used.



Working in Duxbury Braille Software to Create a Document

• The text will now show the code selected.



 To translate text into braille, go to File\Translate, or use shortcut Ctrl-T.

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Working in Word to Create a Document Two Important Steps!

- Preparing a file to open in braille software should always include two important steps:
 - 1. Clean-Up
 - 2. Formatting
- These steps can take a minute or a hour, depending on the amount of time you have and how much is needed to make the material understandable for the reader.
- Often, just a few minutes could make a huge difference in readability for the student.

Two Important Steps! • 1. Clean-Up:

- Scanning: quality of paper, size/type of font, and spacing of print greatly affects the end product.
 - A capital "I" may scan as the number 1
 - Colons may scan as semicolons; periods as commas
 - Any 'spec' on the print page will scan as something
 - The letters 'rn' may become the letter 'm'
 - Optional hyphens that divide words at the end of a print line may be retained in the file.
 - Will you for-

mat this paper?

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Two Important Steps!

• 2. Formatting

- Helps divide a document into separate, important sections
- Organizes the material; how you interpret the material as you are trying to read it
- If everything is Left Flush, the reader is forced to spend time interpreting and mentally organizing what is on the page, instead of reading and understanding the material
- A Left Flush 'heading' could be displayed material

Why format?

- <u>Something</u> in braille is not always better than <u>no</u> braille.
- Importing a file and just letting the braille software do all the work can result in "dirty braille".
- Even a little clean-up/format will help the reader a lot.
 - Headings
 - Paragraphs
 - Directions
 - Listed items
 - Emphasized text (important material, not "eye candy")

Example 1: Paragraphs

- Refer to Handouts for Example 1: Paragraphs
 - Word handouts: shows unformatted and formatted styles in left margin
 - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
 - Open a new file in Word and attach the Duxbury BANA Template
 - Type in text, as shown in Example 1 unformatted handout
 - Use the Duxbury BANA Template to format text OR
 - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
 - Use the Duxbury BANA Template to format text

Example 1: Paragraphs - unformatted

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Example 1: Paragraphs - formatted

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Body Text Body Text	Blank lines are not needed between Body Text paragraphs.						
LeftFlush	These are examples of paragraphs that will be formatted as Left Flush, which is the same as blocked paragraphs in print.						
LeftFlush	In braille, it begins in cell 1 and carries over or "runovers" onto cell 1 if more than 40 cells are necessary.	-					
LeftFlush	Always leave a blank line between Left Flush paragraphs or they could easily be mistaken for one big paragraph in braille!	± ○ ∓					
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Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
 - English (UEB) BANA
 - English (BANA Pre-UEB Textbook DE)
 - BANA
- Click OK

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🗱 The Duxbury Braille Translator - [Example 1_Paragraphs.dxp New Print Document]
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<b-bodytext.>Blank lines are not needed between Body Text</b-bodytext.>
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- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 1 braille handout.

Example 2: Lists

- Refer to Handouts for Example 2: Lists
 - Word handouts: shows unformatted and formatted styles in left margin
 - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
 - Open a new file in Word and attach the Duxbury BANA Template
 - Type in text, as shown in Example 2 unformatted handout
 - Use the Duxbury BANA Template to format text
 OR
 - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
 - Use the Duxbury BANA Template to format text

Example 2: Lists - unformatted

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Normal	splashed
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Normal	Movies
Normal	Musicals
Normal	• Singin' in the Rain (1952) tops the American Film Institute's list of the 25 best American
	musicals.
Normal	• West Side Story (1961) was chosen as the best screen musical by readers of The Observer
	in a 2007 poll.
Normal	• <i>The Sound of Music</i> (1965) was chosen as the best musical for Best in Film: The Greatest
	Movies of Our Time.
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Example 2: Lists - formatted

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1-3	splashed
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5-5	Movies
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1-3	• West Side Story (1961) was chosen as the best screen musical by readers of The Observer in a 2007 poll.
1-3	• <i>The Sound of Music</i> (1965) was chosen as the best musical for Best in Film: The Greatest Movies of Our Time.
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Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
 - English (UEB) BANA
 - English (BANA Pre-UEB Textbook DE)
 - BANA
- Click OK

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S-5.>Vocabulary Words	
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< <u>7-7.></u> Musicals <u><!--7-7.--></u>	
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- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 2 braille handout.

Example 3: Directions with Sentences

- Refer to Handouts for Example 3: Lists
 - Word handouts: shows unformatted and formatted styles in left margin
 - Braille handout: shows material translated in Duxbury Software

• Follow these steps:

- Open a new file in Word and attach the Duxbury BANA Template
- Type in text, as shown in Example 3 unformatted handout
- Use the Duxbury BANA Template to format text OR
- Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
- Use the Duxbury BANA Template to format text

Example 3:

Directions with Sentences - unformatted

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Example 3:

Directions with Sentences - formatted

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Heading 1	Directions with Exercise Sentences
Directions	Read the sentence below. Replace the <u>underlined</u> pronoun with a noun. Tell if the words in <i>italics</i> are pronouns or nouns.
Exercise1	1. <u>He</u> ran very fast all the way down the <i>street</i> and made it to the finish <i>line</i> !
Exercise1	
Directions	Look at the words in bold . Tell if they are adjectives or nouns.
Exercise1	2. Is it always going to be this cold, or will it be warm someday?
Exercise1	•
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Page: 1 of 1	Words: 73 🔚 🗏 🗐 🕼 🔚 90% 🕞 🕂 🕂

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
 - English (UEB) BANA
 - English (BANA Pre-UEB Textbook DE)
 - BANA
- Click OK

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<h1-headingcentered.>Example 30</h1-headingcentered.>	
Directions with Exercise Sentences	
<directions.>Read the sentence below. Replace the</directions.>	
[fts-u]underlined[fte-u] pronoun with a noun. Tell if the words	
in [fts~i])italics[fte~i]) are pronouns or nouns.	
<e-exercise.>[hl1]1. [fts~u]He[fte~u] ran very fast all the way</e-exercise.>	
down the [ffs~i]street[ffe~i] and made it to the finish	
[fts~i]line![fte~i]	
[sk1]	
<u>Example 2</u>	
they are adjectives or nouns.	
<e-exercise.>[hl1]2. Is it always going to be this</e-exercise.>	
[fts-b]cold,[fte-b] or will it be [fts-b]warm[fte-b] someday?	
[sk1]	
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- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 2 braille handout.

Example 4: Multiple Choice Questions

- Refer to Handouts for Example 4: Multiple Choice
 - Word handouts: shows unformatted and formatted styles in left margin
 - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
 - Open a new file in Word and attach the Duxbury BANA Template
 - Type in text, as shown in Example 4 unformatted handout
 - Use the Duxbury BANA Template to format text OR
 - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
 - Use the Duxbury BANA Template to format text

Example 4: Multiple Choice - unformatted

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Example 4: Multiple Choice - formatted

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	Example 4: Multiple Choice					
5-5	Choose the correct answer to fill in the blanks.					
Exercise1	3. Thomas joined the track team because he is able to run really					
Exercise2	a. fast					
Exercise2	b. slow					
Exercise2	c. car					
1-5	3. Thomas joined the track team because he is able to run really					
3-5	a. fast					
3-5	b. slow					
3-5	c. car					
Exercise1	4. Thomas ran a very fast race—so he the race!					
Exercise2	a. track					
Exercise2	b. won					
Exercise2	c. behind					
1-5	4. Thomas ran a very fast race-so he _ the race!	-				
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3-5	b. won	0				
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Example 4: Multiple Choice - formatted

- Directions: 5-5
- Multiple Choice: an Exercise with Subentry
 - Similar to outline format
 - Question: main entry: 1-5
 - Answer choices: subentry (all at the same level): 3-5
- All runovers for the question and any subentries are the same.
- Example of more subentries:
 - State / Capital / State bird / State flower
 - 1-9 / 3-9 / 5-9 / 7-9

Example 4: Multiple Choice - formatted

- Compare the blanks to be filled-in and the different dashes in the repeated #3 and #4 sentences.
- Low Line: UEB 'blank' showing that the student needs to fill-in an answer. _ .-
 - Located on top row of keyboard with the hyphen
 - If this appears in print
- <u>Dash</u>: A short dash (en dash) or a longer dash (em dash) will be translated correctly in Duxbury 11.3 as the UEB dash. ,-

Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
 - English (UEB) BANA
 - English (BANA Pre-UEB Textbook DE)
 - BANA
- Click OK

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Example 4: Multiple	
Choice	
K5-5.>Choose the correct answer to fill in the blanks.	
E-Exercise.>[h11] 3. Thomas joined the track team because he is	
able to run really	
hza. fast 🛛	
hzb. slow ()	
[hl2]C. Car	
3. Thomas joined the track team because he is able to run	
really 1-5.	
<3-5.>a. fast 3-5.	
< <u>3-5.></u> b. slow <u><!--3-5.--></u>	
< <u>3-5.></u> c. car< <u>(3-5.></u>)	
<u>E-Exercise.>[hl1]</u> 4. Thomas ran a very fast race—so he	
the race! 🔟	
hzja. trackiji	
hzb. wonii	
[hl2]c. behind	
4. Thomas ran a very fast race-so he _ the race!	
<3-5.>a. track 3-5.	
<3-5.>b. won 3-5.	
<3-5.>c. behind 3-5.	
<h1-headingcentered.>::::::::::::::::::::::::::::::::::::</h1-headingcentered.>	
Current Style: H1-HeadingCentered.	s:1

- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 4 braille handout.

Contact Information

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